



**Amendment #2**  
**Consolidated Questions and Answers**  
**Project Management Office (*AccelerateMS*)**  
**RFP 2022-01**

**Proposers shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment. The acknowledgement must be received by the time and at the place specified for receipt of proposals.**

*AccelerateMS* appreciates the interest you have shown in the Request for Proposals for a Project Management Office (RFP 2022-01). In response to the questions received by interested vendors concerning RFP 2022-01, *AccelerateMS* submits the following consolidated questions and answers.

1. What type of organizations can apply for this funding?
  - A. Entities that meet the requirements for necessary expenditures eligible under Section 602 of the federal Social Security Act as added by Section 9901 of the federal American Rescue Plan Act of 2021 (ARPA).
2. How often would you expect requests to be reviewed or subrecipients to be monitored? How many monitorings are expected to be on site vs. virtual?
  - A. OWD anticipates an initial approval of requests being necessary on a rolling basis as received, along with review / monitoring of each recipient to be completed at least annually. Most program

monitoring should be able to be completed virtually, via review of purchase orders, invoices, participant lists, and similar documentation. Limited on-site monitoring may be required.

3. How many packages do you expect to be submitted for review on an annual basis?

A. OWD anticipates that 100 to 150 project submissions may be received annually.

4. How many meetings would you expect for us to attend on a monthly basis? Would these meetings need to be in person or could they be virtual?

A. Early in the process, routine weekly meetings (or more often if needed) will be critical to project success. Once processes are established and programs are underway, meetings may be less frequent, perhaps every other week or once monthly. OWD anticipates that many of these meetings will be conducted virtually, with the need for occasional in-person meetings.

5. In the Scope of Services, number two directs us to House Bill 1517. Does this RFP encompass the project management for the entire \$60 million in funding? If it isn't the entire \$60 million, then could you please provide how much in funding these services will support?

A. \$20 million dedicated for the 'Mississippi Health Sciences Training Infrastructure Grant Program' would require DFA support and approval, so the project management here is largely focused on the remaining \$40 million.

6. What is MDES' current grants management system?

A. MDES uses the Federal Accounting and Reporting System. (FARS)

7. Can MDES supply us with a list of all existing IT systems mentioned under the Scope of Services, number 20?

A. Currently OWD interacts with two separate IT systems. The WESS System is utilized for Workforce Enhancement Training funds and GranTrak is used for Mississippi Works funds. It is possible there may be some interaction with these systems, but OWD is unsure how much that would be necessary. We do know, however, that these funds will be run through the MAGIC system, and interfacing with that system will be critical to program success.

8. To whom should we address our proposal? We typically include the procurement manager's first and last name, title, and their office's address in our cover letter.

A. AccelerateMS - Mary Ann Myers, Chief Administrative Officer, AccelerateMS, 550 High Street, Suite 1800, Jackson, MS 39201

9. The evaluation criteria listed on page 9, states that points will be awarded for sufficient evidence of experience, knowledge, and professional competence. What type of evidence should be included in our response? Are we to include references with contact information? Please clarify how you would like us to present our experience, knowledge, and competence.

A. OWD anticipates that 100 to 150 project submissions may be received annually. OWD anticipates that 100 to 150 project submissions may be received annually.

10. Do you have a preferred format/outline for our response? If so, please provide us with this preference.

A. Responses should be formatted to clearly communicate the criteria being used for evaluation, as outlined on page 9 of the RFP. This may include narrative, tables, charts, and similar formatted information.